

St James Catholic Primary School Glebe



Parent Handbook

Our Vision

Following in the tradition of the Sisters of the Good Samaritan and inspired by our beliefs and school motto “Fully Alive in Christ”, Our Vision is to be Fully Alive in ...

Spirit

Mind

Relationships

FULLY ALIVE IN SPIRIT

As a faith-filled community ‘Fully Alive in Spirit’ we celebrate, believe, witness, pray and nurture the Catholic life and faith of our school community. It is about following in Jesus’ footsteps. Therefore at St James we will:

- Be like Jesus by loving, forgiving, and being filled with hope and being respectful and kind to others.
- Learn about and be proud of our Catholic faith.
- Actively participate in school prayer and church celebrations as a community.
- Use our talents and what we have, to care for each other, our school, the environment and our world.

FULLY ALIVE IN MIND

As a faith-filled community ‘Fully Alive in Mind’ we inspire, motivate and engage each member of the community to foster and promote lifelong learning. It’s about our learning. Therefore at St James we will:

- Link learning to real life experiences and contexts.
- Ensure students have a voice in their learning and receive quality feedback.
- Recognise that the knowledge and skills developed at school will support lifelong learning.
- Set personal learning goals which reflect learning needs.
- Be positive learners who challenge ourselves and share our learning with others.
- Stimulate thinking by posing questions and investing using an inquiring mind.
- Include our families by sharing and inviting them into our learning journey.

FULLY ALIVE IN RELATIONSHIPS

As a faith-filled community ‘Fully Alive in Relationships’ we welcome, collaborate, support, listen and connect to explore and make a positive difference in our world. It’s about being a positive and caring person. Therefore at St James we will:

- Live our school values of: community, compassion, listening, partnership, prayer and stewardship.
- Serve those who are in need and have less than us.
- Develop trusting and positive relationships with all members of the school and parish community.
- Work in partnership with parents to ensure the growth and wellbeing of each student. Treat others the way we want to be treated.
- Make our school a welcoming, positive, safe and happy place.
- Work in partnership with our parish priest.
- Connect our faith, love and learning to make a positive difference in the world.

Our motto is derived from the teaching of St Irenaeus and inspired by the Gospel verse ...

“I have come that they may have life and have it to the full.”

John 10:10

A Message from the Principal

Dear Parents and Carers,

On behalf of the school staff and parish community, I extend a very warm welcome to all Parents and Carers of **St James Catholic Primary School Glebe**. Our school stands on Gadigal country, and we ask that you join us paying respect to the Gadigal as traditional custodians of this land and to elders, past and present. Similarly, we celebrate our heritage as a school founded by the Sisters of the Good Samaritan and offer our respect and gratitude to those who laid the foundations we build on today.

Our school motto, '**Fully alive in Christ**', gives you an idea of what to expect at St James. We strive to get to know each child for who they are and provide an holistic education that helps them authentically grow and flourish. We understand that we achieve the best outcomes for students by working in partnership with families and our local parish, just next door, and we understand and celebrate that learning, progress and success can look different for different children.

As you get to know the school, you will see how we strive to be **fully alive in mind**. We give high priority to English, Mathematics and Religious Education, we are committed to meeting the diverse needs of each learner, and are proud of how we implement the *Amadeus Music Education Program* and the *Newman Selective Gifted Education Program*.

We also strive to be **fully alive in spirit**. We are proud of our approach to student wellbeing, outreach to those in need, individual and communal prayer, and participation in school and parish worship.

Importantly, we strive to be **fully alive in relationships**. The way we treat each other matters to us, and we are inspired by the parable of the Good Samaritan to consider 'who is our neighbour?'. Caring for each other, for those in need, and for the Earth, our common home, gives us life and energy.

If you have any questions or feedback about our school, please feel welcome to get in contact with me through the school office.

We hope you will enjoy life at **St James Catholic Primary School Glebe**. We are proud to be part of the long history of Catholic education in inner Sydney and hope you enjoy your time with us!

Ben Munday
Principal

The Catholic School

The Sydney Archdiocesan Catholic School Board's Vision for the Catholic School is built on four basic assumptions. As partners in Catholic education, we commit ourselves to developing authentic Catholic schools which:

- are founded on the person of Jesus Christ and enlivened by the Gospel;
- highlight the relevance of our faith to life and contemporary culture;
- are embedded within the community of believers, and share in the evangelising mission of the Church;
- are committed to the development of the whole person.

A System of Catholic Schools

St James is part of a school system that operates under the leadership and coordination of the Sydney Archdiocesan Catholic Schools Board and the Sydney Catholic Schools. These organisations operate on behalf of Archbishop Anthony Fisher.

Spiritual Life of the School

An integrated Religious Education Program is implemented throughout the school.

The support and involvement of parents is encouraged. Kindergarten to Year Six follows the Religious Education Curriculum developed by the SCS, Sydney Catholic Schools system.

With each year level there is a textbook, *To Know, Worship & Love*, which is designed to assist parents in supporting the Religious Education Program of the school.

Meaningful and relevant lessons in Religious Education are part of the school day, and Gospel values and attitudes permeate all aspects of school life. Values Education forms an important part of the teaching and learning at St James.

We view liturgy as an integral part of school life. A Liturgy roster is arranged each term. A Whole School Liturgy or Prayer Service may also be held for special events. Parents are always welcome to share with us in these celebrations.

The Sacramental Programs of Reconciliation, First Communion and Confirmation are run in conjunction with the Parishes of St James and St Bede. The Parish and school co-educate the candidates as they prepare for each Sacrament. The year and ming is arranged in consultation with our Parish Priest Fr. Dominic Murphy. Each catholic family is expected to share in the preparation of their child for each sacrament. Your child must be a Baptised Catholic to receive these Sacraments.

School Leadership

The School Leadership Team is made up of the Principal, Assistant Principal and the Religious Education Coordinator. All members of the Leadership Team play an important part in the leadership of the school.

The Leadership Team is responsible for the religious and educational leadership of the school. They are also responsible for the overall direction in order to provide for the effective care and education of the students. This is carried out through facilitation of their spiritual, social, intellectual and personal development within resource and funding constraints.

This leadership and direction is consistent with the:

- Archdiocesan Vision and Mission Statements for Catholic Schools;
- Priorities contained in the Sydney Catholic Schools Strategic Leadership and Management Plan.

Student Leadership

In line with the School Vision, children in Year 6 are given opportunities to use their gifts and talents in leadership roles. In Year 6 all children share leadership by their membership in the Student Leadership Team, Sports Leaders, Environmental Leaders and Library Leaders. Students who are recognised as living the leadership values in their daily life are nominated by the Stage Three cohort. Students from Stages Two and Three and St James staff vote for the leaders.

Leadership Values

- *Listening – listening with your heart, your mind and your ears.*
- *Compassion – being sensitive to the needs and concerns of others.*
- *Stewardship – gratefully and responsibly receiving and sharing God's gifts.*
- *Prayer – a conversation, feeling the presence of God.*
- *Partnership – working together, by reaching out to join as one.*
- *Community – building positive, inclusive and supportive relationships.*

Student School Leaders at St James strive to demonstrate the following:

- Active participation in the life of the School and Parish community;
- Ability to set a good example to the student community in areas such as wearing the full school uniform, observing the school expectations, appropriate courtesies and manners;
- Ability to speak clearly and confidently in a variety of settings, to a variety of audiences, actively to represent the student community and take responsibility for presenting and discussing ideas at Council Meetings, and reporting back to their buddy classes;
- Respect of self and others at all times;
- Willingness to be involved in all areas of school life and show initiative;
- A sense of service to others;
- Trustworthiness and honesty;
- Ability to encourage and motivate the participation and interest of other students;
- A positive and friendly approach to school life;
- Courage, showing fairness and being prepared to stand up against wrong.

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SCHOOL DETAILS

School Address:	St James Catholic Primary School 2 Woolley Street Glebe NSW 2037
Phone Number:	02 9692 0870
Web address:	www.stjglebe.catholic.edu.au
Email - School Office:	info@stjglebe.catholic.edu.au
Email - School Principal:	benjamin.munday001@syd.catholic.edu.au
Parish Priest:	Fr Dominic Murphy OP
Principal:	Mr Ben Munday
Assistant Principal:	Ms Alicia Sandersan
Religious Education Coordinator:	Mrs Louise Kioroglou
Administration hours:	Monday to Friday - 8.25am - 3.30pm
Secretaries:	TBC : Mon- Fri Mrs Vanessa Threlkeld: Mon, Tues, Thurs
Community Services:	Youth Liaison Officer- Glebe Police - 9552 8099 Camperdown Child and Family Health - 9378 1365 Forest Lodge Child & Family Health Centre- 9562 5599 CatholicCare Parent Line – 1300 1300 52

Holiday and Term Dates

All dates are available on the school calendar in Compass

School Routine

Change of Address/Telephone Numbers

Please inform the school office immediately if there is any change to either your telephone numbers or address. Alternatively you may edit your contact details via Compass Parent Portal. This enables the school to maintain accurate records. In the case of an emergency parents will need to be contacted promptly.

School Hours

Before School Supervision (Gates Open): 8.25am - 8.50am

Morning Assembly: 8.50am (All students are expected to be at morning assembly)

School commences: 8.55am

Lunch: 10.55am - 11.35am

Fruit Break: 1.35pm - 2.05pm

School finishes: 3.05pm

After School Supervision: 3.05pm - 3.15pm

Anaphylaxis

Our focus needs to be on how we can manage to keep our children safe. We have several children enrolled at St James who will have an anaphylactic reaction to some of the following: nuts and eggs All staff are trained to recognise signs of a recon and know how to use the adrenaline auto injector EpiPen® in an emergency.

We ask parents to be considerate of all children's safety and not send food to school containing nuts.

If your child brings food containing eggs please remind them to wash their hands after eating. As a school procedure, all students are asked to wash their hands after eating such foods. Reminders for your children:

- Always eat food that mum or dad has packed from home.
- Do not accept food from your peers.

Anti-Bullying

St James Primary School is committed to providing a safe and caring environment which promotes growth and positive self-esteem for all, reflecting gospel values and respect for individuals. "In a Catholic community, there are also important expectations that each person seeks to maintain positive relationships with others and to resolve conflict in a respectful and dignified manner." This policy provides a framework for our school to work together as a community to prevent and address issues of student bullying, in order to build respectful relationships that respond effectively and sensitively to the needs of each person. (SCS An-Bullying Policy)

Attendance and Absence from School

Regular attendance at school is essential if students are to maximise their potential. Schools, in partnership with parents, are responsible for promoting the regular attendance of students. While parents are legally responsible for the regular attendance of their children, school staff, as a part of their duty of care, monitor part or whole day absences.

Responsibilities

Parents are responsible for:

- Enrolling their children of compulsory school age in a government or registered non-government school.
- Ensuring that their children attend school regularly and punctually.
- Explaining the absences of their children from school promptly and within seven days to the school.
- Taking measures to resolve attendance issues involving their children.

The responsibilities of school staff

- School staff are responsible for supporting the regular attendance of students by:
- Providing a caring teaching and learning environment which fosters students' sense of wellbeing and belonging to the school community.
- Recognising and rewarding excellent and improved student attendance.
- Maintaining accurate records of students' attendance.
- Implementing programs and practices to address attendance issues when they arise.
- Providing clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance.

Resolution of attendance difficulties may require a range of additional school based strategies including;

- Student and parent interviews.
- Reviewing the appropriateness of the student's educational program.
- Development of a school-based attendance improvement plan.
- Referral to the school counsellor or outside agencies.
- Support from school based personnel.

Exemption from Attendance at School

In the case of students of compulsory school age, applications for student leave can be considered as applications for exemption from school attendance.

Certificate of Exemption

Certificates of Exemption from the compulsory education requirements of the Act may be granted by the Principal when it has been clearly demonstrated by the applicant that an exemption is in the student's best interests in the short and long term and that alternatives to exemption have been considered.

A Certificate of Exemption is required for all planned absences from one day to an extended period.

Reasons for Granting Full Day Exemption from Attendance at School

Principals and the Executive Director of Catholic Schools may grant exemptions due to:

- Exceptional domestic circumstances, including but not limited to participation in family holidays during school term subject to being satisfied that this is in the best educational interests of the child.
- Other exceptional circumstances such as the health of the students where sick leave or alternative enrolment is not appropriate.
- Employment in the entertainment industry or participation in elite sporting events for short periods of time i.e. for one or two days, and at short notice.

For any other matter, the principal must consult a senior officer of the Diocese.

Conditions Attached to Exemption from Attendance at School

Certificates of Exemption issued by the Executive Director of Sydney Catholic Schools and Principals must:

- Include the specific conditions that apply to the exemption.
- State that the exemption may be cancelled if these conditions cease to apply.
- Specify a period for which the exemption had been granted.

The original Certificate of Exemption will be provided to the parents.

Assessment and Reporting

The staff at St James believe that all learning is a partnership between the student, parents and the teacher. Communication with parents about their child's progress can be done through information evenings, interviews, reports, formal and informal interviews.

The formal interviews communicate information about various aspects of students' development such as academic progress, social and personal development. It also provides the opportunity for parents to communicate with the class teacher about their child.

In Kindergarten, Year One and Two, parents are given the opportunity to have a two way interview between parent and teacher. In Year Three to Six parents are given the opportunity to have a three way conference between parent, child and teacher.

Student workbooks are available to parents throughout the term so that parents have a clear understanding of the student's day to day learning. Reports are sent home in July and December.

If a teacher is concerned about your child's progress at any time during the year, you will be invited to come and discuss the problem. Likewise, you are welcome to meet with your child's teacher at any time, but **an appointment is essential** and should be arranged by writing or telephoning the school office. **The class teacher is always the first person to see if you have a classroom concern.** She/he will always be available to listen to your concerns and act on them when appropriate.

Class teachers are not available for interviews during class time, on lines or while they are on playground duty. Teachers have a duty of care to the children in these situations, with pastoral and legal implications.

Before and After School Care

Before School Care is available through FLASCA: call 96604334 or the school office for information.

Whoosh Care provides after school care services on site. For more information contact the centre:

Contact:	Jocelyn Whisker
Telephone:	0422 576 740
Website:	www.whooshcare.com.au

Before and After School Street Parking

Parking can be difficult and extremely dangerous at times particularly when some Parents and Carers choose to double park in front of the school, at or near pedestrian crossing or fail to show consideration to others on the road. Parents must not double-park outside the school, park in neighbouring driveways or in Woolley Lane obstructing resident driveways and garages. It is not acceptable or safe to remain in your car and alert your child using the car horn. Students will not be permitted to leave the school site if this occurs.

Parking Officers regularly patrol the area in the morning and afternoon. Parents/ Carers and school children should always use the pedestrian crossing ensuring that all children cross the road safely. Please assist us by showing all school children how to enter and leave the school grounds in a safe manner.

Birthdays

Birthdays are acknowledged at St James. Students will receive a birthday sticker at the morning assembly, on or near the day of their birthday. Individual cupcakes or similar may be distributed to celebrate a birthday. Whole cakes, lolly bags and or party bags are not suitable for distribution at school. Birthday invitations will not be handed out by the school. Invitations may be distributed by parents discreetly.

Canteen

'The School Canteen' offers a mobile canteen service to St James. This is an online only ordering service through www.flexischools.com.au. Lunches are delivered to school on Monday- Wednesday. Lunch order cut off is 8.00am on the day of the order. You can choose to order for more than one week at a time up to the end of each term.

Sushi is available on a Friday, ordered from a local Japanese restaurant in Glebe. Orders are placed via the class office bag in a brown paper bag the day before (Thursday). The menu is available from the school office.

Child Safeguarding and Child Protection

Before you may commence any task at the school, it is important that the relevant checks are in place. As a school we take the safety of the children in our care seriously. We are also committed to the safety of our volunteers. To support this, Sydney Catholic Schools have a registration process for our Volunteers.

All persons wishing to be registered as a volunteer in “child related work” in our school will need to:

- Apply for their own Working with Children Check through Services NSW. This is not the responsibility of a school.
- For further details or information please go to the website for the Commission for Children and Young People at <http://www.kids.nsw.gov.au/Working-with-children/New-Working-with-children-Check> or Ph: 9286 7276.

The school welcomes your interest and generosity in wanting to be involved.

Children’s Safety

Children should be alerted to safe ways to travel to and from school, for example: follow a familiar route, travel with others, don’t stop off to play alone in parks or lanes, avoid walking through car parks, always go straight home before going off to play, know the location of nearby safe areas. The school strongly urges the support of parents in this most important task.

Children need active adult supervision to help them navigate driveways, cars, roads and carparks safely. Even children who seem to know all the road safety rules won’t necessarily remember to follow them.

Always hold your child’s hand when they are near cars. You can also teach your child about road safety, including how to be safe around parked cars and on footpaths and driveways.

Your child will learn about pedestrian safety by watching you, so use safe behaviour around cars, roads, footpaths and carparks. Always stop, look, listen and think before crossing a road, and use pedestrian crossings wherever possible. Always cross at the safest point, even if you have to walk further out of your way.

Communicating with Parents and Carers

As parents, you play the prime role in the education of your child. With this in mind, we aim to provide parents with as many opportunities as possible to become involved in your child’s school life. Effective communication between home and school is essential for maintaining a positive and cooperative relationship between parents and teachers and ultimately for enhancing the child’s progress in learning.

Parents are encouraged to speak with teachers at any time regarding the progress of their child. Appointments to speak to teachers or the Principal can be made through the school office. We ask parents not to speak with teachers during assembly or in class time.

Phone calls

All phone calls to school staff should be via the school main reception line. School reception is open for phone calls between the hours of 8.25 am and 3.20 pm.

Teachers and leadership team members may not be available to speak with you immediately, but the school reception will take a message and alert the class teacher or leadership team members as soon as practical.

If a matter is urgent, please alert the school support officer in reception accordingly. Urgent matters include urgent health issues impacting students (eg. forgotten medication), police issues or serious issues impacting student wellbeing.

For non-urgent matters, school staff, including teachers, will return your call or enquiry within three days.

Emails

Emails are a helpful way to communicate with your child's school.

For non-urgent matters please direct all emails to info@stiglebe.catholic.edu.au school staff including teachers will respond to your email or enquiry within three working days during school term time. School staff are not required to return emails at night or on weekends and ordinarily will not be checking emails during those hours.

We would encourage parents and carers to phone the school directly regarding any urgent matters as there may be a delay in receiving emails.

Social Media

School staff are not able to connect with students, parents or guardians via social media for child protection reasons. Please do not attempt to contact school staff via social media. While parent involvement is crucial to every aspect of school life, school names and logos are trade registered. Parents/guardians are therefore asked to seek permission from the school principal before setting up groups in the school name or using the school's logo on social media.

Online Compass Parent Portal

Where available, parents may communicate with the school electronically via online Parent Portals, such as those provided by Compass.

Parents may use the online portal for tasks such as:

- Entering absence notes, it is requested you enter the reason for your child's absence within 7 days of the absence. Any leave applications 1 or more days must be submitted in writing and approved by the Principal or their delegate.
- Updating your email and mobile phone contact details.
- Receiving communications from the school or class teacher.

The following areas are some of the formal means by which parents and teachers communicate:

"See My Classroom Night"

This is an opportunity to become acquainted with what will be happening in your child's classroom for the year. The teacher provides outlines on expectations he/she has of the children, approaches to teaching and ways in which you may assist in your child's education. These nights are held at the beginning of the school year.

Dates to Remember

See the school calendar located on Compass.

Newsletters

A School Newsletter is sent home electronically twice a term. It emphasises major events, reminders and important dates. Please read the Newsletter emailed/sent home on the Thursdays of Week 5 & 9 of each term. There is important information and messages in each newsletter.

Curriculum Bulletins

At the beginning of each term an outline of the individual class' curriculum will be sent home. The curriculum bulletin describes the learning that will be covered in each Key Learning Area for that term. If you have any questions relating to the curriculum, please make an appointment with the class teacher.

Parent Workshops

The school arranges special meetings during the year to inform parents of the changing processes in education. SCS and the State Government also run courses for parents. They come very highly recommended by parents who have attended. They are advertised through our Newsletters during the year. All office communication will be emailed to parents/carers.

Electronic Devices

Students from Years 3-6 use digital technology as a designated tool for learning. These students have a process for their designated device. Any child who brings an electronic device other than the designated device to school, must check it into the office as soon as he/she arrives at school. These can be collected at dismissal time.

Students from Kindergarten - Year 2 use the school's digital technology

Emergency Contacts

In the interest of your child, please ensure that the school and the Compass portal has up to date information about your address, phone contacts – home, work and at least one emergency contact. In the event of an accident, when a parent cannot be contacted, the child will be taken to a local medical centre or an ambulance called. A member of staff will accompany the child to hospital.

Emergency Clothing

Please ensure that your child has extra underwear and socks in his/her bag every day in case of an emergency.

Excursions

School excursions are planned by staff to support the children's learning. Each excursion assists in the achievement of educational outcomes, which are found in the various syllabus documents. Parents will not need to pay for excursions individually; an excursion levy is added to the annual school fees. No child will be denied the opportunity to attend an excursion purely for financial reasons.

Parents will be advised via email about their child's excursion. Parents give permission via Compass. When enrolling children at this school, parents sign permission notes for their children to go on local excursions as part of a school group. These excursions include attendance at the library, sporting facilities, the fire station, etc. It is anticipated that all children will attend each advertised excursion.

Preparation for the excursion and follow-up activities in the classroom form an important part of each child's learning.

Teachers often need to request assistance from parents for the adequate supervision of students on an excursion. **The classroom teacher is ultimately responsible for all the children on the excursion and as such, will be responsible for selecting the parents who assist on the excursion.**

Toddlers will not be allowed to attend school excursions. It is not desirable for additional parents to attend an excursion simply to watch their own child. When parents are assisting teachers with the supervision of small groups of children while on an excursion, **their own child may be placed in another group.**

Financial Management

School Fees

Tuition fees, school charges and some levies are set annually by the SCS on approval from the SACS Board and in consultation with the Archbishop. Although limited Government financial assistance is given to children attending non-Government schools, this falls well short of the finance required to educate a child for a year. The running costs of schools, salaries of staff and the administration of the SCS require that Government assistance be supplemented by school fees and Parish support.

It should be noted that the Tuition Fees include a component to provide each child insurance cover through Catholic Church Insurances Limited. This child insurance cover is for school activities only, i.e. during school hours and other approved school activities such as school camps, school sports (including sports out of school hours as long as they are organised by the school), and travelling to and from school. The school fees are invoiced annually. The Building Levy is charged per family for the year. This levy is set by SCS.

Payment can be made by cash, credit card (Mastercard or Visa either in the office or directly through the online Compass portal), BPay or Centrepay through Centrelink.

Resource Levy

This levy is charged to each child. This resource levy is charged to cover the cost of books and materials provided to each child for the school year.

Administration Levy

This levy is charged to each student.

Building Levy

This levy is charged to the eldest child in each family.

ICT Levy

This levy is charged to each student. The school has a program to ensure the school is able to support the purchase of new technologies in a timely manner.

Swimming Program

All students from Kindergarten to Year Six attend an intensive swimming program. The cost of this program is charged per child.

Excursion Levy

This levy is charged per student. The levy will cover the cost of incursions and off-site excursions per year.

Sports Levy

This levy is charged per student. It covers the costs of sports lessons provided at the school.

School fees and levies are invoiced annually. Each family has the option to nominate payment frequency i.e., fortnightly, monthly or by the term (first 3 terms).

Financial Hardship

From time to time some families find that the costs of living and bringing up their families stretches their income to the limit. Any families who are experiencing difficulty meeting their school accounts are asked

to contact the Principal and discuss their position.

It is **NOT** the policy of either this school, or the SCS, to deprive any child of a Catholic education for financial reasons. The SCS Foundation Bursary exists for families enrolling who are in genuine need of financial help. Financial hardship cases are assessed on a case by case application.

Fundraising

We rely on fundraising for the purchase of equipment and resources. Our dynamic parents plan events to assist with fundraising. All parents are invited to participate and support the school.

Food

When children bring their recess and lunch to school please make sure that it is in a container with their name clearly marked on the outside. It would be advisable to make sure the amount of food you give your child is appropriate to their appetite. Children are to take home any uneaten food. **Nuts, eggs are minimised at school** and we would ask that you support us in regards to this matter. We are unable to monitor all products that have nuts in them but peanut butter, Nutella peanut butter present a particular problem due to their sticky nature and the likelihood that they can remain on the skin for a long period of time, **therefore in the interest of child safety we ask that peanut butter, Nutella or alike are not packed for school.**

Unknowingly, contact could be made with any of our children who have allergies and the situation could rapidly become life threatening. Minimising products containing nuts, dairy, egg and fish is a significant attempt to avoid this situation.

Friday Afternoon Assembly (Weeks 3, 6 and 9 each Term)

Parents and Carers are invited to attend Friday afternoon whole school assemblies in weeks 3, 6 and 9 of each term. The assemblies commence at 2.15pm in the school hall.

Head Lice

Children must not attend school if lice or nits are present in their hair. Head lice should be treated quickly to prevent them from spreading. We ask that you check your child's hair regularly and report any infestation to the school. Advice on treatment can be obtained from the school office.

Health Issues

Illness and Medications

Regular attendance is most important during your child's years at school as it maintains continuity of learning experiences and helps social adjustment. However, home is the place for a sick child. If in any doubt about your children's health, it is wise to keep them at home. Please advise the school immediately if your child is diagnosed with a contagious/infectious disease.

The NSW Health Department publishes an "Exclusion Table" for contagious diseases like Chicken Pox, Measles, Mumps, Ringworm, etc. This table sets out the time the child is to be excluded from classes.

For information on Infectious Diseases – Isolation and Exclusion, please refer to Appendix A. If a child becomes ill at school, parents are contacted and asked to come and collect the child.

Limited external treatment is given for cuts and bruises. **Schools do not administer oral medication of any kind without written permission from parents.**

It is encouraged that all medication is to be taken at home. However, if it is absolutely necessary for your child to take medication while at school, it should be handed to the school office staff before school, with a signed note clearly stating out the child's name and class, the exact dosage and the time at which it

should be given. A Medication form will need to be completed by parents/carers.

Some children attending school need medication for anaphylaxis or to control illnesses such as asthma, epilepsy and conditions relating to behaviour. These children require medical plans completed by a doctor. These plans are to be handed in to the office on the first day of school. The plans will be displayed for staff. The children's continued attendance at school is dependent on this therapy. Under these circumstances the school may be agreeable to administering medication with an appropriate medical plan.

If this is required, a separate form is to be completed by parents in this regard. This form can be collected from the school office.

An alternative is for parents to come to school to administer the medication themselves. If medication is required for such things as flu or gastric upset, it is advisable that the child be kept home until the course of medication has been completed. **Under no circumstances should children be in possession of, or administer, their own medication at school.**

Keep your child at home if he or she has:

- A temperature over 38.3°C (101°F) in the morning.
- A cold (fever/sneezing, nasal discharge).
- Vomited or had loose bowel motions (diarrhoea) during the previous 24 hours.
- Conjunctivitis (until all discharge from the eyes has stopped).
- Bronchitis.
- Unidentified rashes (unless cleared by a doctor).
- Impetigo (infected sores).
- Head lice or Scabies.
- Any contagious disease: (Measles, German measles/rubella, mumps, chicken pox, whooping cough).

Home Learning

Home learning is important as it:

- informs parents of the range and level of their child's work;
- reinforces the day's learning;
- utilises out of school resources.

Important aspects of home learning are children developing good time management skills, organisational skills and also to assist families in establishing routines that take into account family commitments. The amount of time spent each evening on home learning will depend on the age of the students and their ability to complete set tasks. As children progress through their schooling their home learning time commitment will increase.

Parents can help by:

- Taking an active interest in your child's home learning.
- Set aside a time each day for home learning.
- Set aside a place for home learning.
- Sign completed home learning.
- Let teachers know about any difficulties.
- Let teachers know about any circumstances at home which may influence home learning completion.

We understand there will be occasions when children are unable to complete their home learning, in which case this decision should be communicated to the teacher either verbally or in writing.

Week 5 of each term will be known as 'Family Week'. No formal home learning will be distributed during Family Week. During this week we encourage each family to spend some quality and fun time together. For example: investigate and discuss special interest topics as a family.

Home learning is not set on weekends or holiday periods. Similarly, reading most nights throughout the year is encouraged.

Immunisation

An Immunisation History Statement needs to be provided for the following:

Diphtheria, Tetanus Whooping Cough, Polio, Measles, Meningococcal Mumps, Rubella (German Measles) and Hib, upon commencement of your son/daughter at St James School. If you have misplaced this form, please contact NSW Health on 1800 653 809 to obtain another.

Children who do not have an Immunisation Certificate may be excluded from school in the event of an infectious disease outbreak.

Key Learning Areas

Our teaching programs include instruction in Religious Education and the six mandatory Key Learning Areas from the NSW Education Standards Authority (NESA). These are English, Mathematics, History and Geography, Science and Technology, Personal Development, Health and Physical Education and Creative Arts. Additionally, Languages (Italian) is also taught.

Kindergarten

Our Kindergarten 'Transition to School' Program allows students to explore a range of active and passive activities that develop social skills and orient them to the school setting in the first weeks of school. The program engages the Kindergarten teachers as well as Support Staff i.e. EALD (English as an additional language) Teacher, Diverse Learning Teacher and Learning Support Officers. The program operates, with a choice of activities for students to experience. The students are grouped to provide opportunities for cooperative learning, turn taking and other social skills relevant to their stage of development. The groups are small, to allow each individual to participate, with each activity facilitated by an adult. Over the first weeks, student interaction is observed and tasks are developed to meet individual needs.

Labelling All Items

Please ensure that all articles brought to school (e.g. hats, jumpers, books, raincoats, drink bottles, lunch boxes and school bags) are marked clearly in a prominent place with the child's Christian name and Surname. All items of clothing including socks and underwear should also be labelled when your child attends the swimming program.

Leaving the School Grounds

Children may not leave the school grounds unless with a parent or an authorised person. Should you need to take your child home before the end of the school day, you are required to come to the school office and sign your child out electronically. Teachers will not allow children to leave the class unless they are advised by the school office. If you send a relative or friend to pick your child up early from school, please inform the office of the name of the person who will be picking up your child.

Lost Property

Lost Property is stored in the school office. Parents are invited to check with their child's class teacher or with office staff. PLEASE ensure every item of clothing, lunch boxes, drink bottles, etc. are **fully labelled**. Labelled items can be easily returned to the child. Non labelled items present difficulties as students do not always recognise their property.

Mobile Phones, Smart Watches

All mobile phones and smart watches should be checked in at the office as soon as your child arrives at school. The phones and watches can be collected at dismissal time.

Morning Assembly

At the morning school assembly we pray, acknowledge birthdays and give messages.

Mufti Days

Mufti Days are days on which children wear clothes other than school uniform; dy casual clothes. They are held for special events. Parents are notified in advance when these days are planned.

National Assessment Program - NAPLAN

The National Assessment Program – Literacy and Numeracy (NAPLAN) is an annual assessment for students in Years 3, 5, 7 and 9.

NAPLAN tests the sorts of skills that are essential for every child to progress through school and life, such as reading, wring, spelling and numeracy. The assessments are undertaken nationwide, every year, in the second full week in May.

NAPLAN is made up of tests in the four areas (or 'domains') of:

- Reading
- Wring
- Language Conventions (spelling, grammar and punctuation)
- Numeracy

NAPLAN tests skills in Literacy and Numeracy that are developed over time through the school curriculum.

Notes

Email/ Compass notification must be provided to explain any absence from school:

- Sickness.
- An arrival after 8.55am, or request to leave before 3.05pm.
- Domestic necessity such as serious illness of an immediate family member.
- Misadventure or unforeseen event.

Students require written permission from a parent/carer requesting permission for the following:

- To leave the playground.
- Exemption from Sport or Physical Education, school based programs e.g., swimming, athlecs.
- Any change or variation to the dress code.
- Home learning not having been completed.
- Permission for another adult to collect a student from school.
- Permission to walk home unaccompanied by an adult.

A Certificate of Exemption is required for:

- Participation in special events not related to school.
- Attendance at funerals or weddings.
- Recognised religious festivals or ceremonial occasions.
- Family holidays and events.

Parent Charter

The Sydney Catholic Schools system has prepared a Parent Charter. The Parent Charter for Sydney Catholic Schools provides parents with the principles and expectations that underpin the partnership between parents and school. It is an important touchstone for all partners in Catholic education to help build school communities based on the enduring values of faith, hope and love.

Parental Involvement

The education process is a partnership between home and school. Parents at St James are encouraged to be involved in every aspect of school life. We seek your involvement in classroom activities, library, fundraising and social events.

Parents are welcome to help out in classrooms. In doing so however, you accept the school policy that no child is to be discussed or comparisons made by parents as a consequence of what they see in the classroom or on any school activity. Such behaviour is inappropriate and any said parent will not take part in school activities. Information about educational approaches will be made available in workshops held during the year.

Parent Resolution of Concerns and Complaints

Resolving concerns and complaints satisfactorily within a framework of dignity, respect and truth. Confidentiality, impartiality and transparency form the basis of the concern and complaints process at St James. Parents, staff and Principal work together with respect and openness to achieve fair and reasonable decisions. Each parent/carer has the right to be heard and to expect that ongoing relationships will continue respectfully.

Concerns or complaints should be first discussed with your child's class teacher personally, via phone or email. Further discussions can take place with the Principal. Complaints will be resolved as quickly as possible.

Parent Interaction with Other Parents and Students

Parents do not have the authority to approach a child in a disciplinary manner on or off the school site. If there is an issue with a child your first action is to speak to the teacher or Principal. We request parents do not approach each other directly when attempting to resolve an incident or issue occurring at school. We ask you speak to the school first, the school will proactively work with families to resolve any issue.

Parent Master Plan Meeting

Every parent is strongly encouraged to attend the school's Master Plan meeting at the beginning of the school year. The school's plan for the year is discussed. Parents are asked to volunteer on the night to coordinate and support school events. Volunteer parents who join together to promote a sense of community and assist the school in helping to meet the educational needs of the children. The school owes much of its resources to the generous endeavours of the parents who support the work of the school.

Pastoral Care

The overall care of a child includes not only the academic side of learning but also the emotional, spiritual and social. Personal, social, emotional and economic factors may all have a direct effect on children who are subject to stress thereby affecting their learning.

At St James we aim to work and grow together in a spirit of harmonious cooperation, thereby giving witness to the teachings of Jesus.

We believe that children, staff and parents share rights and responsibilities to ensure that personal, academic, social and spiritual growth take place in a supportive, affirming and safe environment. In order to achieve these basic needs we need to:

- Employ a student management policy which fosters in teachers the delivery of logical consequences.
- Recognise the right of teachers, students and parents to own their feelings and to develop the skills required to control how they externally react.
- Strengthen relationships between students/teachers/parents by consistent implementation of all school rules and policies.

Rights and Responsibilities

All teachers are responsible for ensuring children understand their responsibilities and Code of Conduct. Children are expected to responsibly contribute to a safe school environment. We depend upon one another for the conduct of our school. The responsibilities are kept to a minimum and are there to ensure the safety and well-being of pupils. The school and classroom rules /agreements are: We are Safe, We are Respectful, We are Responsible, We are Learners. They are embedded in the four Principles of Positive Behaviour.

- Everyone has the responsibility to take care of Themselves.
- Everyone has the responsibility to take care of Each Other.
- Everyone has the responsibility to take care of Their Learning.
- Everyone has the responsibility to take care of Our School, Our Community and Our World.

The four principles are sufficiently broad to encompass the rules used in a successfully functioning school.

Student Management in the Classroom

Our school's Student Wellbeing & Pastoral Care Policy, Student Management Procedures and An Bullying Policy are based on the principles of Restorative Practices and Pastoral Care as they both endeavour to promote respectful, secure and healthy environments in which students can prosper. We believe that we should create an environment which is supportive of individuals and groups with special needs, conducive to worthwhile learning and which demonstrates a caring concern for the well-being of all its members.

Our aim is to foster the development of responsible self-discipline among students; thus enabling students to develop problem solving skills. It seeks to promote the well-being and good order of the school community.

Each class has a set of agreements based on the four agreements: **we are safe, we are respectful, we are responsible** and **we are learners**, ensuring these individual rights of children. Classroom agreements are established with the class at the beginning of the school year and revisited regularly throughout the year. Agreements will be expressed in positive terms and clearly displayed in the classroom.

It is an expectation that each class' student management procedures promote the development of Gospel values, social responsibility, self-discipline, independence and initiative, while at the same time building the child's own self-concept through a system of praise, encouragement and rewards.

Student Management on the Playground

All members of the school community will be made aware of the specific agreements (formulated in accordance with our shared rights and responsibilities) which apply to behaviour on the playground.

Pastoral Support Program

Buddies: A Buddy system exists within the school to develop relationships and create a support network for the infant students, in particular, Kindergarten and Year One. Year Five are buddies to Kindergarten students and Year Six are buddies to Year One students. This connection enhances the leadership skills of our senior students and their sense of responsibility. Their responsibilities include modelling appropriate behaviour, providing support during play times, partnering students in out-of-school activities and sharing learning experiences. This program promotes the children's confidence and self-esteem allowing them to make the transition from home to school.

Pets

No pets are allowed on school grounds at any time (unless prior arrangements are made).

Dogs on School Property

The legislation about dogs on school property is explicit and is found in the Companion Animals Act 1998.

The relevant parts of S14 "dogs prohibited in some public places" is reproduced below:

- 1) Dogs are prohibited in the following places (whether or not they are leashed or otherwise controlled):
 - (a) School grounds (meaning any property occupied or used for purpose connected with the conduct of a government school or non-government school under the Education Act 1990 other than any property used for residence).
- 2) If a dog is in a place which dogs are prohibited under this section:
 - (a) The owner of the dog, or
 - (b) If the owner is not present at the time of the offence and another person who is of or above the age of 16 years is in charge of the dog at that time – that other person is guilty of an offence.

Please ensure that dogs are not brought on to school premises.

Photocopies

Parents and Carers should keep all important documents such as Birth Certificates, Baptismal Certificates, NAPLAN Results and Reports securely stored and easily accessible for reference purposes. In the event that the school is asked to photocopy a document, an administration fee will be charged.

Positive Behaviour

Positive behaviour is recognised and acknowledged in the classroom and on the playground. Children achieving the school agreements we are safe, we are respectful, we are responsible and we are learners are awarded Hero cards.

Privacy Policy

Sydney Catholic Schools and individual schools have always respected the rights of the individual to privacy and have tried to reflect this through policy and practice. Our school complies strictly with current privacy legislation; Commonwealth Amendment (Private Sector) Act 2000. **This also applies to parents helping in classrooms. No child is to be discussed by parent helpers.**

Punctuality

All children are expected to arrive at school before the commencement of our Morning Assembly at 8.50am. Any child arriving after 8.50am must go directly to the school office accompanied by their parent/carer. The child's time of arrival will be recorded electronically and will count in minutes as a penalty.

absence. Habitual lateness is calculated and parents are notified.

Professional Planning Time - PPT

Staff holding a leadership position, such as Assistant Principal and Religious Education Coordinator, are provided with release from classroom teaching throughout the school week. The amount of release given varies with the leadership role.

Classroom teachers are also provided with release for professional planning equivalent to 120 minutes per week. Professional Planning Time (PPT) is release from face to face classroom teaching, this time is to support teachers to plan for the learning outcomes for students, for example programming, professional reading and carrying out related administrative responsibilities.

Religious Education Test

All students in Year 6 sit the Religious Education Test in June each year. This test is set and marked by Sydney Catholic Schools.

School Photographs

School photographs are taken each year. The date is announced in the school newsletter. There are opportunities for parents to receive photos of individual children, class groups and siblings at the school.

School Uniform

We encourage the children to wear their uniform with pride and therefore would like the full correct uniform to be worn at all times. Sports shoes are not part of the general school uniform and are only to be worn on sports days. No other styles or colours are permitted without prior arrangement with the Principal.

The school has adopted the **“No School Hat, No Play, Need to Stay in the Shade”** policy because of the dangers from excessive sunlight.

Pride in personal appearance and wearing the school uniform gives each child a sense of well-being and belonging to the school community.

Hair

It is expected that students will conform to the following regulations regarding hairstyles:

Girls:

Neatly groomed styles at all times. Longer hair is tied back. Hair ribbons, headbands, scrunchies, clips, etc. must match the uniform colours (white and/or maroon). Hair is to be the child's natural colour.

Boys:

Boys are requested to have neat traditional haircuts at all times (appropriateness to be determined by the Principal). Longer hair is tied back. Hair is to be the child's natural colour.

Hairstyles and accessories for girls and boys attending St James should be kept simple and practical. Spiky, gelled, extreme hairstyles ie mohawk, mohawk mullet, close shaved side/s, undercuts patterns cut into the hair etc are not permitted during the school term. Coloured hair and holiday cuts are for holidays.

Jewellery

Jewellery must not be worn with the school uniform. Watches may be worn. Plain sleepers or studs for

pierced ears are permitted. Children with pierced ears must wear earrings in both ears. No nail polish or make up.

Summer uniform is worn at the beginning of Term Four and **Winter Uniform** is worn after the Mother's Day weekend in May.

Summer Uniform

Boys	Girls
<ul style="list-style-type: none"> ● Black boxer shorts with short sleeved whitestriped shirt with school name and logo. ● Black lace up/velcro school shoes (not black joggers or black sports shoes). ● Black ankle socks. ● Maroon v-necked jumper. ● Regulation school hat. ● Plastic raincoat. 	<ul style="list-style-type: none"> ● White school shirt with school logo and school skirt. ● Black lace up/velcro school shoes (not black joggers or black sports shoes). ● White ankle socks. ● Maroon v-necked jumper/cardigan. ● Regulation school hat. ● White or maroon hair ribbons, scrunchies, headband. ● Plastic raincoat.

Winter Uniform

Boys	Girls
<ul style="list-style-type: none"> ● Black long trousers with long sleeved white striped shirt. ● School e. ● Regulation school hat. ● Maroon v-necked jumper, vest and/or black school jacket. ● Black lace up/velcro school shoes (not black joggers or black sports shoes). ● Black ankle or knee high socks. ● Black school bomber jacket. 	<ul style="list-style-type: none"> ● White school shirt with school logo and school skirt. ● Regulation school hat. ● Maroon v-necked jumper, cardigan and/or black school jacket. ● Black lace up/velcro school shoes (not black joggers or black sports shoes). ● Black ghts. ● White or maroon hair ribbons, scrunchies, headband. ● Black school bomber jacket.

Sport Uniform (Summer and Winter – Wednesdays and Fridays)

Boys	Girls
<ul style="list-style-type: none">● White/maroon polo shirt with school name and logo (Summer and Winter).● Black uni-sex shorts with school colours (Summer).● School sport tracksuit (Winter).● White socks.● Sports shoes.● Regulation school hat.	<ul style="list-style-type: none">● White/maroon polo shirt with school name and logo (Summer and Winter).● Black uni-sex shorts with school colours (Summer).● School sport tracksuit (Winter).● White socks.● Sports shoes.● Regulation school hat.● White or maroon hair ribbons, scrunchies, headband.

The St James school bag and library bag are required as a part of the school uniform. During the Winter months, girls and boys wear the school tracksuit on the days allocated for sport - sport polo shirts must be worn underneath the tracksuit. **School hat and library bag are all available for purchase from the school office. Name Tags: PLEASE LABEL EVERYTHING!**

Non labelled lost property is kept in the office. Texta markings wash off - name tags are by far the best method to use on hats, jumpers, bags, es, etc. The school uniform can be purchased through our supplier Oz Fashions.

Sickness and Accidents

In the event of a medical emergency, the school may proceed to obtain adequate medical care and all expenses for such shall be the responsibility of the parents. Permission for this is given when enrolling the child. Wherever possible, parents will be notified before action is taken. **Please make sure the school always has up to date contact numbers in case of an emergency.**

Recognition of Student Achievement

Student achievement and/or positive behaviour is formally acknowledged at St James through a series of positive affirmations.

Student achievement and/or positive behaviour is formally acknowledged in the classroom or on the playground with a Hero Card. Each time a student receives a Hero Card, the class teacher records the child's name and the reason on a class list.

Once a child has received five Hero Cards, they are eligible for a Fully Alive Certificate. This Certificate is presented at a whole school assembly. These assemblies take place three times a term, weeks 3, 6 and 9.

The Fully Alive Certificates are an acknowledgement of student effort and/or positive behaviour; the reasons are listed on the Certificate. Families are encouraged to recognise the achievements and to keep the Certificate.

The receipt of five Fully Alive Certificates is recognised by the student being awarded a Principal's Award.

The Principal's Award is presented to the student at the whole school assembly.

Five Principal's Awards are an important accomplishment in the student's school life. This

accomplishment is acknowledged with the student being presented with a St James pin. The student is encouraged to wear their St James pin each day with pride.

Five further Principal's Awards are recognised with the student negotiating the reward with the Principal.

We encourage each family to value the awards and positively recognise the effort the child has made to achieve the awards.

School Counsellor

School Counselling is provided through the services of Catholic Care. Please make an appointment to discuss any concerns with the Principal.

School Swimming Program

Every year a 5 day Swimming Program is conducted in the last week of Term 3. It is expected that every child from Kindergarten to Year 6 participates in this program. This is considered an essential aspect of Physical Education within the school curriculum. The fee for this program is included in the school fee accounts. A Swimming Carnival is usually held at the completion of the Swimming Program for students in Years 3 -6.

Smoking

Smoking is not permitted anywhere on the school premises.

Social Media Guidelines for Parents

Preamble

St James Catholic Primary School realises that contemporary life requires adapting to ever changing methods of communication. The School has policies for appropriate use of Social Media by staff and students. As part of the St James School community, parents of the School also have a responsibility to engage appropriately with Social Media that is linked to the School. To this end, the School has developed the following guidelines to provide direction for parents when participants in Social Media activities, eg., classroom blogs, emails or any other Social Media platform/s used by parents in connection with the school either directly, or indirectly in circumstances where the school, a parent, staff member and/or student of the school is identifiable.

The School encourages parents to set and maintain high ethical standards in their use of social networking. Be respectful of the opinions of others. Your posts and comments should help build and support the school community. Your online behaviour should reflect the same standards of honesty, respect, and consideration that you use in face-to-face interactions, and be in accordance with the Catholic ethos of the school.

'Lord, make us instruments of your peace. help us to recognise the evil talent in communication that does not build communion. help us to remove the venom from our judgements. Help us to speak about others as brothers and sisters. You are faithful and trustworthy, may our words be seeds of goodness in the world'
Pope Francis 2018

Remember your role as a model for good digital citizenship to your children.

Definitions

Social Media

Social media comprises relatively inexpensive and accessible tools that enable anyone (even private individuals) to publish or access information. Social Media may include (although is not limited to):

- Social networking sites (eg., Facebook, Instagram).
- Video and photo sharing websites (eg., YouTube, Flickr, Vimeo).
- Blogs, including corporate blogs and personal blogs.
- Blogs hosted by media outlets (eg., 'comments' or 'your say' feature on theage.com.au).
- Micro blogging (eg., Twiter).
- Wikis and online collaboration (eg., Wikipedia).
- Forum discussion boards and groups (eg., Google groups).
- Vod and podcasting.
- Online multiplayer gaming platforms (eg. World of Warcraft, Minecraft, Fortnite).
- Electronic messaging (including email and instant messaging).
- Geo-spatial tagging (Foursquare).

Social Media also includes all other emerging electronic/digital communication applications.

Guidelines

The following guidelines apply:

- You must adhere to the Terms of Use of the relevant Social Media platform/website, as well as copyright, privacy, defamation, contempt of court, discrimination, harassment, other applicable laws and school policies.
- You must ensure that you do not use or disclose any confidential information, post or respond to material that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist, sexist, infringes copyright, constitutes a contempt of court, breaches a Court suppression order, or is otherwise unlawful.
- Child protection protocols must always be observed.
- Under no circumstances should disrespectful or offensive comments be made about staff, students, parents or the school in general. Parents are requested not to comment upon nor forward unsupported information, eg. rumours concerning the school or comment or post material that might otherwise cause damage to the school's or a staff member's reputation or bring it into disrepute.
- No electronic/digital communication applications or sites should be named after the school, unless you have explicit permission by the school.
- Be mindful that, by posting your comments and having online conversations etc, on social media sites you are broadcasting to the world. Even with the strictest privacy settings, be aware that comments expressed via social networking pages under the impression of a 'private conversation' may still end up being shared into a more public domain, even with privacy settings on maximum.
- Parents should never discuss sensitive school matters with other parents using Facebook, blogs and other social media outlets. As noted above, when posting, even on the strictest privacy settings, parents should act on the assumption that all postings are in the public domain.
- Parents should only access/communicate via their child's school email address for educational purposes. It should never be used for personal family communication.
- The school's anti-bullying policy applies to activities which are both online and in the physical workplace;
- Before posting photographs and/or videos, permission should be sought from the subject. This is especially the case where photographs and/or videos include parents of students and/or staff members of the school. No photographs of students of the school (with the exception of parent's own children and only with direct approval from the relevant parents) are to be posted;
- Keep in mind that school staff members are not permitted under the Sydney Catholic Schools Staff Social Media Policy – to either make or accept invitations to or from parents to join Social Media sites;
- If you come across positive or negative remarks about the school and/or its operations online that you believe are important, you may pass those posts to the Principal who will consider such comments on a case by case basis;

- If you don't get it right, and post a mistake, correct the mistake as soon as possible, and make clear what you have done to fix it. Apologise if the situation warrants. If it's a major mistake, eg., reporting confidential information, let someone know immediately so the school can take the proper steps to help minimise any impact it may have.

Compliance/Breach of Protocols

It is important to note that reports of cyberbullying, defamation and other technology abuses may result in a notification to the Police or other relevant authority/ies where the school is legally obliged to do so.

The school is not responsible for any consequence of activities or digital communication of pupils, outside of school hours.

Special Days

Throughout the year a number of Liturgical celebrations are held and appropriate days are organised eg., the Feast of St James, Mother's Day and Father's Day, Grandparents Day - with parents, grandparents, significant males and females and elders very much encouraged to attend the celebrations.

Catholic Schools Week, Book Week and other special days are held. Information on these days is outlined in the Newsletters and/or via Compass parent portal as they come up.

Sport

Sport lessons are provided each week. Full sports uniform must be worn on Wednesdays and Fridays. Swimming and Athletic Carnivals occur annually. Your child will be assigned a "Colour House" for sporting carnivals. There are four "Colour Houses": Red - St James, Blue - Bede, Green - Dominic and Yellow - MacKillop. At the carnivals, your child will sit with their "Colour Houses". Sports carnivals are always fun days for children, teachers and parents alike. Parents are encouraged to attend and assist in making the day successful. Notes asking for your help, not only on these days but for many events are sent home with your child throughout the year.

St James can participate in inter-school gala days consisting of netball, soccer, cross country, oztag, swimming and athletics. Notes will be sent home prior to the event.

Staff Development Days

All Catholic schools are entitled to five pupil free days per year. The first day of the school year is always a pupil free day, as are the last two days of Term 4. Other staff development days are arranged as they are required. These days are for the purpose of staff professional development. As the children do not come to school that day, a notice is sent to parents approximately six weeks prior so that child-minding arrangements can be made if necessary.

Staff Matters

Staff Briefings

Staff briefings are held weekly in the morning from 8.15am. - 8.45am. Generally teachers will not be available for parent appointments during briefings. School Administration staff are available to take messages for teachers during this time.

Professional Development of Teaching Staff

Teachers, like all professionals, need to continue their development and understanding of the learning process and appropriate content as determined by the Sydney Catholic Schools and the New South Wales Education Standards Authority (NESA). Whilst all teachers spend many hours engaged in planning and professional development, there are set items which are planned for the whole staff. This takes place every week at the staff meetings. From time to time teachers will be released from class to participate in professional development related to aspects of children's learning.

Casual Teachers

On occasions your child's teacher may be unable to take the class. The teacher may be ill or perhaps be required to attend a professional development course. On such occasions, a qualified replacement teacher will be employed to teach the children. The casual teacher will normally follow the program which has been planned by the teacher.

Student/Parent Details Verification

Pupil and parent details need to be formally checked and updated by the school every year. A verification survey will be uploaded every year. These surveys are to be completed online via Compass promptly.

Sun Policy

St James has a sun policy requiring each child to wear a school hat at all times when outdoors. This means daily at all recess and lunch times, on excursions, visiting the local park, Physical Education lessons, etc. The rule is *"No school hat, no play, need to stay in the shade"*. When children are in the sun for any length of time, like sports days or swimming carnivals, they are expected to also use sunscreen.

Supervision

Supervision of students begins at 8.25am and concludes at 3.05pm Mondays to Fridays. The school grounds are open to pupils from 8.25am each morning and remain open to pupils until 3.15pm each afternoon.

Hours of Supervision at School

- Supervision commences each morning at 8.25am on the main top playground assembly area. This supervision continues until 8.50am when school commences. There is no teacher on duty outside the school gates.
- After school supervision commences at 3.05pm at dismissal and concludes at 3.15pm, when remaining students are supervised in the school office foyer.
- Students may not leave the school grounds once they have entered the school gates.

After school routine for children being collected by parents and carers

- After dismissal from the main assembly area, the children walk down with their teacher to the area inside the gates on Woolley Street and sit down. They must wear their hat. Parents/ carers must collect their child from the supervised area.
- Parents and carers walking children from the school gate must ensure that road safety is a priority and supervise accordingly.
- Parents and Carers picking up their child by car must park their car according to NSW road regulations. Parents then collect children from the supervised area.
- Parents/ carers walking children to their car, must open the car door on the kerbside.
- The driver of the vehicle takes full responsibility for the child wearing their restraint before driving away.
- Any child not collected by 3.15pm is brought into the school office foyer to wait for collection.
- Parents and carers should notify the school office if they are held up and are expecting to arrive after 3.15pm
- Parents and carers should notify the school office if there are any changes to the normal pick up routine. Other parents will not be permitted to take your child unless the school has been notified prior in writing or by phone.
- In the event of extreme weather, the children sit in the school office foyer while the Principal/Assistant Principal until parents arrive.

- The school will not be responsible for supervising or caring for students outside the school premises unless the students are engaged in a school sponsored activity, for example an excursion or a sporting event.
- Each student's journey to and from school shall be the responsibility of each student's parent or carer.

Adequate supervision of pupils is a priority of the school. While the child is at school, the Principal and staff assume a custodial role. The following rules and procedures apply:

- Teachers are rostered to supervise children from 8.25am in the playground and at recess and lunch mes.
- The school accepts no responsibility for accidents before 8.25am or aer 3.15pm.
- Children are not permitted to be in the school building unless supervised by a teacher.
- When it is raining during recess and lunch mes, children will remain in the classroom under teacher supervision.
- No child will be permitted to leave the school during school hours unless:
 - (a) collected by an identified member of the family; or
 - (b) a leave permission note is received from a parent.

Traffic Issues

Parents are required by law to obey all traffic signs related to parking outside the school. Essentially these regulations are in place for the safety of the children so we implore you to obey them. "*No stopping*" means that in the area in the direction of the arrow you must not stop your vehicle at any point on the road or kerb, unless there is a medical or other emergency. Parents are not to stop in driveways or on the pedestrian crossing.

Traffic and parking is a major issue for our community. Your support is essential and appreciated.

Traffic Management Plan

Roune for traffic management on the school site – After School Care parent parking:

- Any car parking on site must enter and park with caution.
- Speed not to exceed 5km/hr.
- One car to enter/leave at a me.
- All care must be taken of pedestrians, other vehicles and buildings when a car is in motion.
- Pedestrians must be given priority - vehicles must remain moonless if a pedestrian is in the parking area.
- No vehicle should obstruct the entry or exit of another vehicle.

Transport Concession Forms

The School Opal card gives eligible students free or discounted travel between home and school using the train, bus, ferry and light rail services you nominate in your application. For more information, and to determine eligibility, please visit transportnsw.info/school-students.

Toys and Valuables at School

We discourage children from bringing valuables, including precious and/or expensive toys to school, as there is no guarantee of protection from breakage or loss. We seek parents' support in this regard. If something valuable is brought to school (eg., for class or school news) please bring it to the school office where it will be held for the day. Such items can be collected at 3.05pm.

Use of Student Photos and Video Images

Photos and digital footage of students will be taken and used regularly by the school for a number of purposes. Photos and digital footage of students will, from time to time, be taken by other parents at school functions such as concerts, school fete, award ceremonies etc. The photos or digital footage may only be used for the proper purpose for which it was collected and for personal use only.

Situations covered by the Standard Collection Notice

The Standard Collection Notice covers the use of photo images in school or education system based publications. In the following cases the school is **NOT** required to collect any permission from students/families for the use of student images:

- School or parish bulletin/magazine.
- School notice boards.
- About Catholic Schools.
- Photos taken by an authorised member of the press eg., when a local politician visits the school and brings a press photographer along.
- Photos or digital images taken by families at school events

These situations are generally for the purpose of praising or promoting the efforts of the student or the school, are not for the purpose of direct marketing and are reasonably expected uses of student images when enrolling at the school. Any photos or digital footage taken by families must be for personal use and not posted in any public places outside of the school.

Situations Requiring Specific Permission

Any use of photos or video for the direct marketing of the school or the education system or for use in the public domain, require the school to obtain specific permission from parents of the child whose image is being taken.

Parents and Carers should notify the Principal immediately if any circumstance arises that would prevent the school from using the child's photo or video images as outlined above.

Visitors

All visitors are to report to the office on arrival at the school. They will then be asked to sign in electronically. They will need to sign out when they leave.

Wet Weather Procedures

Before School Procedure

As children arrive at school they wait in the front garden area. From 8.25am, the teacher on duty will take the children into the school hall. The teacher on duty supervises the children in the hall until 8.40am, from 8.40am students will proceed directly to their classroom.

Wet Weather during Lunch and Fruit Break

If wet weather is announced, the children remain in their classrooms and are supervised by neighbouring teachers.

Wet Weather Afternoon Dismissal Procedure

In the event of extreme wet weather in the afternoon, an announcement is made over the PA system. Alternatively wet weather afternoon dismissal will occur from the classroom. Class teachers will remain with their class undercover until 3.10pm. At 3.10 pm, the remaining students will be taken into the school office foyer for parent/carers collection.

Whole School & Class Masses

Family members are invited to attend Whole School and Class Masses, the celebration of these Masses are scheduled throughout each school term and advertised through the school newsletter and on the Compass parent calendar. Students sit with their class and class teacher during the Masses. In the event of Mother's, Father's and Grandparents Day Masses family members are invited to sit with their children.

Family members may request their child attend a non school scheduled Parish Mass with them, to pray as a family for a special intention or personal matter. The Principal will need to be notified of this request prior to the student attending the Mass.

Work Health and Safety

Everyone has a part to play to ensure the health and safety of others. If you observe or are concerned about anything being a potential hazard around the school site, please inform the office administration staff at your earliest convenience.

Appendix A

Infectious Diseases - Isolation and Exclusion

Disease	Incubation Period	Description
COVID-19	5–6 days from when someone is infected with the virus for symptoms to show, however it can take up to 14 days.	<p>Signs & Symptoms Most common symptoms: fever, cough, redness, loss of taste or smell Less common symptoms: sore throat, headache, aches and pains, diarrhoea, a rash on skin, or discolouraon of fingers or toes red or irritated eyes Serious symptoms: difficulty breathing or shortness of breath loss of speech or mobility, or confusion chest pain</p> <p>Exclusion from School: COVID test, medical advice Isolation as per NSW Health Guidelines</p>
Chicken Pox	13 - 17 days	<p>Signs and Symptoms Groups of small raised rose-pink spots may appear one aer the other on the scalp, face, arms, legs and inside the mouth. Spots are followed by small blisters which then form crusts.</p> <p>Exclusion from School Seek medical advice For at least five days after the first spots appear, or when blisters have all crusted.</p>
Conjunctivitis (Viral & Bacterial)	1 - 3 days	<p>Signs and Symptoms Red, watery eyes – may be painful. Eyelids may sck together.</p> <p>Exclusion from School See your family doctor. Keep child at home unl discharge from eyes has stopped.</p>
Diarrhoea (Gastroenteritis)	Variable – up to 72 hours	<p>Signs and Symptoms Loose, frequent bowel moons – somemes with stomach pain, voming.</p> <p>Exclusion from School Give child plenty of drinks. Only some are suitable, and most must be diluted. Ask a health professional for more information. Keep child at home unl diarrhoea has stopped. If severe, see your family doctor, particularly if the child is passing less urine.</p>
German Measles (Rubella)	14 to 23 days (average 16 – 18 days)	<p>Signs and Symptoms Usually begins with swollen lymph nodes, headache, slight sore throat, runny nose and a slight fever (high temperature). Small pink spots are seen first on face, rapidly spreading over arms and body, and to a lesser extent, the legs. The rash usually lasts only a short time.</p> <p>Exclusion from School Seek medical advice Unl child has fully recovered, or for at least four days after the rash appears.</p>
Glandular Fever (Infectious Mononucleosis)	4 to 6 weeks	<p>Signs and Symptoms Fever, headache, sore throat, swollen lymph nodes and spleen, mental and physical fatigue.</p> <p>Exclusion from School Seek medical advice It is not necessary to keep your child home, but some children with glandular fever are too sick to attend school.</p>

Hand, Foot and Mouth disease	3 – 5 days	<p>Signs and Symptoms Blisters in the mouth and on the palms, fingers and soles of feet. May have low fever and loss of appetite.</p> <p>Exclusion from School Seek medical advice Wash hands after toileting. It is necessary to keep child at home.</p>
Head Lice (Pediculosis)	Nits or lice usually hatch in a week and reach sexual maturity in about two weeks.	<p>Signs and Symptoms The scalp itches. Lice and nits are found on the hair, especially behind the ears and at the back of the neck. Scratches may become infected, and swelling of the neck glands may occur. Nits look like tiny white specks stuck to the base of the hair shaft.</p> <p>Exclusion from School Treatment can be carried out that night, and the child can return when the hair is clear of head lice. You can buy an appropriate solution from your chemist – you don't need a prescription. Everyone living in the same house should be treated at the same time you are treating the affected person. Notify the school.</p>
Hepas A (infectious Hepatitis)	15 – 50 days (average 28 – 30 days)	<p>Signs and Symptoms Onset is usually sudden, with fever (high temperature), loss of appetite, nausea and possible jaundice (yellowing of the eyes and skin). Urine may become dark and bowel motions pale.</p> <p>Exclusion from School Seek medical advice Until child has recovered (usually seven days from the first signs of jaundice).</p>
Hepas B (infectious Hepatitis)	6 weeks – 6 months (average 2 – 3 months)	<p>Signs and Symptoms Onset is slow with loss of appetite, nausea, vomiting and often jaundice (yellowing of the eyes and skin). Urine may become dark and bowel motions pale. Exclusion from School</p> <p>Seek medical advice It is not necessary to keep your child home, but some children with Hepatitis B are too sick to attend school.</p>
Impetigo	Variable - commonly 1 to 10 days	<p>Signs and Symptoms Flat, yellow, crusting or moist patch on the skin. When a scab falls off, a temporary scar remains. Tenderness and swelling of the lymph nodes in the groin, armpit or neck may occur.</p> <p>Exclusion from School See your family doctor. If the sores are being treated and are properly covered by a clean dressing, children are allowed to attend school.</p>
Influenza	1 to 3 days	<p>Signs and Symptoms Rapid onset of fever (high temperature), headache, muscle pains, runny nose, sore throat and cough. Exclusion from School For five days after the appearance of the first symptoms.</p>
Measles	7 to 18 days (average 10 days)	<p>Signs and Symptoms Fever (high temperature), cough, runny nose, and red watery eyes. A rash appears three to seven days after early symptoms.</p> <p>Exclusion from School Seek medical advice For 4 days after appearance of rash.</p>
Meningitis	2 to 10 days	<p>Signs and Symptoms Sudden onset of fever (high temperature), headache, nausea, vomiting and redness, may indicate that the child has meningitis. Some children also develop purple or pink spots.</p> <p>Exclusion from School Child should be seen by a doctor IMMEDIATELY.</p>

Mumps	12 to 25 days (average 18 days)	<p>Signs and Symptoms Pain or soreness in jaw and neck area. Swelling and tenderness start just below, and in front of, one or both ears. There may also be fever (high temperature), headache and loss of appetite.</p> <p>Exclusion from School Seek medical advice For at least nine days after the appearance of the swelling.</p>
TB (Tuberculosis)	Variable	<p>Signs and Symptoms Slow onset. Child feels generally unwell. Fever (high temperature) particularly in evening, with sweating at night. May start with a dry cough which becomes a persistent, moist cough.</p> <p>Exclusion from School Child should be seen by a doctor.</p>
Ringworm	4 to 14 days	<p>Signs and Symptoms Can occur on the scalp or the skin. If on the scalp, begins as a small bald scaly patch. The hairs in the affected area break off, leaving only the stumps or fall out. Ringworm of the skin is a spreading small scaly patch with a faint pink ring around the edge. Inflammation with crusting is quite common.</p> <p>Exclusion from School Keep your child home until you have seen your doctor or pharmacist and begun treatment. Notify the school. It is not necessary to keep contacts at home, but you should inspect them regularly for signs of ringworm.</p>
Scabies	Days to weeks	<p>Signs and Symptoms Severe itchiness for days or weeks, becoming worse at night. Tiny mites burrow under the skin, usually in warm parts of the body such as wrists, armpits, buttocks, the groin, around the genitals and between the fingers and toes. Scratching may cause pus-filled sores like impetigo. Spreads quickly from person to person by close contact.</p> <p>Exclusion from School Keep your child home until you have seen a doctor or pharmacist and begun suitable treatment. Notify the school. You do not need to keep other children at home, but you should inspect them regularly for signs of scabies.</p>
Slapped Cheek Syndrome (Fifth disease)	1 to 2 weeks	<p>Signs and Symptoms Red cheeks with an itchy lace-like rash on the body and limbs.</p> <p>Exclusion from School Seek medical advice It is necessary to keep child or contact at home until cleared by medical practitioner. Notify the school.</p>
Whooping Cough (Pertussis)	6 to 20 days	<p>Signs and Symptoms Starts as a short dry cough, which becomes more severe. Characteristic “whoop” follows a series of rapid short coughs, as child attempts to draw breath. Child may vomit or go red or blue in the face at the end of each bout of coughing.</p> <p>Exclusion from School Seek medical advice Child should be kept home for fourteen days from the start of illness, or until they have had five days of a 10 day course of antibiotics.</p>